



Human Resource Department
Stockbridge-Munsee Community
N 8705 Moh He Con Nuck Road
P.O. BOX 70
Bowler, WI. 54416

POSITION DESCRIPTION

POSITION: Staff Attorney

POSTING DATE: 7/30/07

LOCATION: Stockbridge-Munsee Tribal Council

CLOSING DATE: Until Filled

SALARY: Negotiable with Experience

GENERAL RESPONSIBILITIES:

The Stockbridge-Munsee Community is seeking an experienced attorney to be a tribal staff attorney. This attorney will provide a wide range of legal services for the Community with an emphasis in legislative and litigation work. The position will be located on the Stockbridge-Munsee Reservation near Bowler, Wisconsin.

DUTIES:

- The Staff Attorney, under the supervision of the Lead Attorney, is responsible to advise and represent the Tribal Government, Tribal Administration, Tribal Programs and Tribal Businesses in dealings with federal, state and local governments and agencies and in court.
- Specific duties include litigation work, contract review, special projects, and legal research.
- Also responsible to coordinate, research and draft new tribal legislation, as well as reviewing and revising previous legislation, as directed.
- Must maintain an acceptable departmental attendance record.
- Must be reliable.
- Must attend all training provided by the employer.
- Must attend all meetings as required by the employer.
- Must adhere to all established rules, regulations, procedures, and policies of the Stockbridge-Munsee Community.

MINIMUM QUALIFICATIONS:

- Must be licensed to practice law in Wisconsin.
- Must have practiced law for at least two years.
- Must have two years litigation experience with Federal Indian Law are required.
- Experience or knowledge in the areas of Indian Child Welfare, employment law, gaming law, and real estate are preferred.
- Strong organizational and communication skills.

- Ability to work constructively with others, good judgment, and ability to learn quickly.
- Abilities to work well independently and under pressure are required.
- Must submit to and pass pre-employment drug and health screening.
- Have demonstrated the ability to maintain a satisfactory working record in any prior or current employment.
- Must agree to a background check.

SUBMIT APPLICATION AND WRITING SAMPLE TO:

Human Resource Department

Stockbridge-Munsee Community

N 8705 Moh He Con Nuck Road

P.O. BOX 70

Bowler, WI. 54416

WE ARE A DRUG FREE EMPLOYER

CANDIDATES MUST PASS DRUG SCREEN

AND REMAIN DRUG FREE.

The Stockbridge Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.

Revised: 7-25-07 Tribal Council Approved:7-30-07
